

MISSION STATEMENT

The mission of the Sheriff's Office is to serve the citizens of Montgomery County in a lawful, fair, impartial, and non-discriminating manner by providing leadership and professional support, as required, to ensure that Court mandates are carried out in a manner that respects individual rights and freedoms. The Sheriff's Office is committed to establishing and maintaining cooperative working relationships with all other law enforcement, governmental, and Criminal Justice agencies, and the Courts to ensure that the citizens of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total recommended FY05 Operating Budget for the Office of the Sheriff is \$14,591,160, an increase of \$1,035,070 or 7.6 percent from the FY04 Approved Budget of \$13,556,090. Personnel Costs comprise 87.4 percent of the budget for 160 full-time positions and seven part-time positions for 164.7 workyears. Operating Expenses account for the remaining 12.6 percent of the FY05 budget.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding. Please see Section 5 for information related to the CIP.

PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Edmond M. Piesen of the Office of Management and Budget at 240.777.2764 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Child Support Enforcement

The Sheriff's Office has a contractual agreement with the State's Department of Human Resources to serve all summonses generated by the Child Support Enforcement Division. Staff assigned to the Child Support Enforcement Program serve child support summonses and subpoenas, research complex cases dealing with defendants evading service, and respond to emergency situations that occur within the County's Child Support offices. As part of the agreement, the Sheriff's Office receives a fee for service of the warrants and partial Federal funding for salaries and operating expenses of the section.

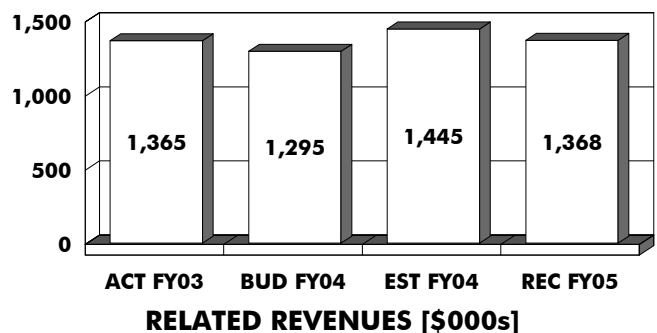
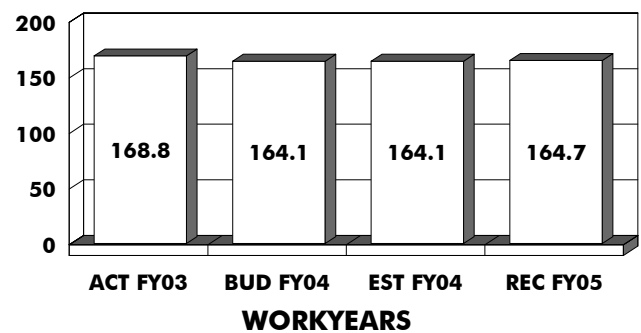
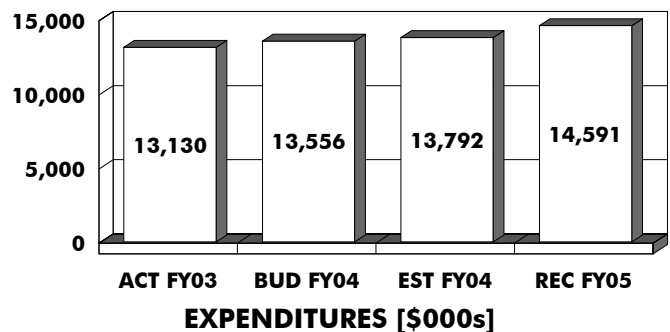
FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	818,860	8.1
Decrease Cost: Child Support Grant operating expenditures	-12,320	0.0

Program Summary

	Expenditures	WYs
Child Support Enforcement	883,990	8.1
Security of Courtrooms, Transports, Detention Facilities	4,848,390	66.4
Domestic Violence/Special Operations	1,990,530	28.0
Warrants & Extraditions	1,487,720	18.4
Civil and Criminal Process	1,954,540	24.7
Judicial Center Security	1,001,110	6.2
Administration	2,424,880	12.9
Totals	14,591,160	164.7

Trends



Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	77,450	0.0
FY05 CE Recommended	883,990	8.1

Security of Courtrooms, Transports, Detention Facilities

The Sheriff's Office provides security for the Montgomery County Judicial Center and the Juvenile courtrooms located at 27 Courthouse Square. The Sheriff's Office is responsible for transporting prisoners between the new Montgomery County Correctional Facility (MCCF), Montgomery County Detention Center (MCDC), and the various court holding facilities, as well as to and from health care facilities. This program also provides for guarding prisoners while at these facilities. When a writ is received from other counties, deputies are required to transport MCDC and MCCF prisoners to other Maryland District and Circuit Courts. The Sheriff administers the temporary detention facilities in the Silver Spring and Rockville District Courts and the Rockville Circuit Court for all adult prisoners and the Juvenile Court lockup located at 27 Courthouse Square.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	4,454,400	67.4
Increase Cost: Pay plan for Deputy Sheriffs	152,130	0.0
Increase Cost: Sheriff management salary schedule alignment	38,700	0.0
Increase Cost: Sheriffs overtime for off-duty Court appearances	22,500	0.0
Reduce: Lapse one Deputy Sheriff position	-91,300	-1.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	271,960	0.0
FY05 CE Recommended	4,848,390	66.4

Domestic Violence/Special Operations

The Sheriff's Office is the lead agency in Montgomery County for service of Domestic Violence Petitions, Protective Orders, and Peace Orders. The Sheriff's Office also transports citizens to hospitals on Emergency Evaluation Petitions and Two Doctor Commitments. In an effort to enhance protection for the victims of domestic violence, the Sheriff's Office has a partnership with Cellular One, Bell Atlantic, NYNEX, and ADT Security to offer cellular phones and alarm pendants for victims who are most vulnerable.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	1,787,230	26.4
Add: Violence Against Women Grant for two part-time Client Assistant positions	91,420	1.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	111,880	0.6
FY05 CE Recommended	1,990,530	28.0

Warrants & Extraditions

The Sheriff is responsible for serving both adult and juvenile Circuit Court and District Court civil bench warrants, Circuit Court criminal warrants, and Child Support Enforcement warrants. The Warrant Section maintains on-line warrant systems including National Crime Information Center (NCIC), Maryland Interagency Law Enforcement System (MILES), and the Warrant Component in the Criminal Justice Information System (CJIS). The Warrant Component in CJIS is a shared resource used by the Montgomery County Police and the Sheriff's Office to track outstanding warrants. The Sheriff's Office also conducts investigations to locate and apprehend those fugitives for whom the Sheriff's Office holds a warrant. In addition, the Sheriff's Office is responsible for returning fugitives to Montgomery County from other jurisdictions for outstanding Circuit Court warrants and processing those fugitives when returned.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	1,450,130	18.4
Increase Cost: Clothing allowances	17,110	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	20,480	0.0
FY05 CE Recommended	1,487,720	18.4

Civil and Criminal Process

The Sheriff's Office is mandated to serve all civil and criminal processes directed to it by the Courts or private litigants and file returns to the Court. These papers include summonses, subpoenas, failure-to-pay rent notices, and other court documents. The civil process function is supported by deputies who research and serve papers and by administrative staff who maintain the tracking process.

The Sheriff's Office also executes court-ordered attachments, real and personal property seizures, and replevins (a civil action to recover property wrongfully taken). As a final step in resolution of a court judgement, the Sheriff's Office conducts sales of seized or attached items. In the case of evictions, the Sheriff's Office restores real property to rightful owners by evicting tenants and their possessions as directed by the court. When appropriate, tenants are referred to human service agencies.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	1,821,910	24.7
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	132,630	0.0
FY05 CE Recommended	1,954,540	24.7

Judicial Center Security

The Sheriff's Office provides security for the County's Circuit Court located in the Montgomery County Judicial Center. The Sheriff's Office uses a trained canine to detect explosives,

weapons, and to serve as a general crime deterrent within the courthouse. The canine unit also responds to mutual-aid calls from the Montgomery County Police Department, the Montgomery County Fire and Rescue Service, and other law enforcement agencies as necessary. X-ray machines and magnetometers screen visitors entering the building at the five courthouse entrances.

Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	72,610	0.0
FY05 CE Recommended	2,424,880	12.9

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	913,130	6.2
Increase Cost: Living wage adjustment for Courthouse security contractor	146,340	0.0
Decrease Cost: Reduce hours of one screening crew for the Courthouse	-25,200	0.0
Eliminate: Weekend Courthouse screening	-13,500	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	-19,660	0.0
FY05 CE Recommended	1,001,110	6.2

Administration

This unit provides general administrative support to the Office including recruiting and hiring, training, background investigations, payroll, purchasing, internal investigations, automation, and budget-related functions. The Administration section provides technical support for Sheriff's summonses, Domestic Violence, and the Warrant Component of CJIS on the County's mainframe.

The Administration unit also oversees the Sheriff's compliance with recognized accreditation standards. The Assistant Sheriffs direct research and development of policies, procedures, and regulations to meet professional standards developed for law enforcement agencies. The Assistant Sheriffs also oversee internal investigations, represent the Office in legislative matters, and provide legal direction.

The Sheriff's Office participates in school functions, civic association meetings, and serves on commissions and committees. The Sheriff's Office participates in environmental crimes task forces, as needed, and participates in other public safety agencies' applicant, promotional, and disciplinary boards. Administrative personnel organize in-service and specialized training of deputies and the annual weapons qualification, as required by the Maryland Police Training Commission.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	2,310,430	12.9
Add: National Crime Information Center: criminal data base modernization	105,000	0.0
Increase Cost: Public Safety Communication System: license and airtime fees for mobile computers	33,160	0.0
Increase Cost: Shoe allowances	3,430	0.0
Reduce: Operating expenses	-12,930	0.0
Decrease Cost: Elimination of one-time items approved in FY04	-86,820	0.0

BUDGET SUMMARY

	Actual FY03	Budget FY04	Estimated FY04	Recommended FY05	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	8,168,216	8,567,910	8,753,230	8,966,940	4.7%
Employee Benefits	2,753,269	3,063,950	3,098,740	3,327,870	8.6%
County General Fund Personnel Costs	10,921,485	11,631,860	11,851,970	12,294,810	5.7%
Operating Expenses	1,334,144	1,427,160	1,265,380	1,699,120	19.1%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	12,255,629	13,059,020	13,117,350	13,993,930	7.2%
PERSONNEL					
Full-Time	155	155	155	155	—
Part-Time	3	5	5	5	—
Workyears	163.7	159.0	159.0	158.6	-0.3%
REVENUES					
Sheriff Fees	724,492	750,000	725,000	725,000	-3.3%
Bond Forfeiture-Sheriff	28,979	20,000	20,000	20,000	—
Fingerprint Fees	590	800	800	1,200	50.0%
Child Support Enforcement: Incentive Funds	4,479	4,000	4,000	4,000	—
Medical Transport Sheriff	9,843	12,000	10,000	10,000	-16.7%
Child Support Enforcement: Warrant Service	0	5,970	5,970	5,970	—
Sheriff - Miscellaneous	0	4,000	4,000	4,000	—
Rental of Courthouse	500	1,000	1,000	1,000	—
County General Fund Revenues	768,883	797,770	770,770	771,170	-3.3%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	466,995	271,430	278,265	319,340	17.7%
Employee Benefits	172,193	108,470	119,875	135,670	25.1%
Grant Fund MCG Personnel Costs	639,188	379,900	398,140	455,010	19.8%
Operating Expenses	235,647	117,170	276,530	142,220	21.4%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	874,835	497,070	674,670	597,230	20.2%
PERSONNEL					
Full-Time	5	5	5	5	—
Part-Time	0	0	0	2	—
Workyears	5.1	5.1	5.1	6.1	19.6%
REVENUES					
Child Support Enforcement Grant	439,049	497,070	506,780	500,550	0.7%
Domestic Violence Grant	5,441	0	0	0	—
Law Enforcement Block Grant (LLEBG)	66,979	0	76,470	0	—
Stop Domestic Violence (VAWA)	25,593	0	0	0	—
Domestic Violence Assistant (VAWO)	59,494	0	91,420	96,680	—
Grant Fund MCG Revenues	596,556	497,070	674,670	597,230	20.2%
DEPARTMENT TOTALS					
Total Expenditures	13,130,464	13,556,090	13,792,020	14,591,160	7.6%
Total Full-Time Positions	160	160	160	160	—
Total Part-Time Positions	3	5	5	7	40.0%
Total Workyears	168.8	164.1	164.1	164.7	0.4%
Total Revenues	1,365,439	1,294,840	1,445,440	1,368,400	5.7%

FUTURE FISCAL IMPACTS

Title	CE REC. FY05	FY06	FY07	(\$000's) FY08	FY09	FY10
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY05 Recommended No inflation or compensation change is included in outyear projections.	13,994	13,994	13,994	13,994	13,994	13,994
Elimination of One-Time Items Approved in FY05 Items recommended for one-time funding in FY05, including National Crime Information compliance upgrades (\$105,000), will be eliminated from the base in the outyears.	0	-105	-105	-105	-105	-105
Labor Contracts These figures represent the annualization of FY05 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY06 and beyond.	0	530	1,105	1,208	1,208	1,208
Labor Contracts - Other These figures represent other items associated with negotiated agreements.	0	170	170	170	170	170
Subtotal Expenditures	13,994	14,590	15,164	15,267	15,267	15,267

SHERIFF

PROGRAM: Domestic Violence/Special Operations	PROGRAM ELEMENT:				
PROGRAM MISSION: To provide law enforcement services to domestic violence victims by effecting swift service of Exparte Orders, Interim and Temporary Protective Orders (after December 1, 2002), Protective Orders, and Temporary Peace Orders, and by performing "welfare checks" of victims ^a					
COMMUNITY OUTCOMES SUPPORTED: • Safe individuals and families • Assistance to domestic violence victims • Respect for the law					
PROGRAM MEASURES	FY01 ACTUAL	FY02 ACTUAL	FY03 ACTUAL	FY04 BUDGET	FY05 CE REC
Outcomes/Results:					
Number of "welfare check" violations resulting in arrest ^a	11	8	2	7	5
Purchases of handguns denied as a result of MILES and NCIC entries ^b	0	0	0	2	2
Number of weapons seized as a result of Exparte and Protective Orders	98	100	40	100	80
Service Quality:					
Percentage of Exparte Orders, Interim and Temporary Protective Orders ^c within Mont-gomery County attempted within 6 hours of being brought to the Sheriff's Office	75	80	80	80	80
Percentage of Exparte Orders, Interim and Temporary Protective Orders within Mont-gomery County attempted within 12 hours of being brought to the Sheriff's Office	100	100	100	100	100
Percentage of Exparte Orders, Interim and Temporary Protective Orders served ^{d,e}	80	81	82	82	78
Percentage of Interim and Temporary Peace Orders served	80	83	82	75	77
Percentage of domestic violence victims issued cell phones when requested	100	100	100	100	100
Percentage of Interim and Temporary Protective Orders and Protective Orders entered into MILES and NCIC within 12 hours ^b	100	100	100	99	100
Efficiency:					
Exparte, Interim and Temporary Protective and Peace Orders served per workyear	124.3	119.6	106.2	103.9	110.4
Cost per Exparte, Interim and Temporary Protective and Peace Orders and Temporaty Peace Orders served (\$)	489	531	662	649	638
Workload/Outputs:					
Number of Exparte Orders, Interim and Temporary Protective Orders received and closed	1,985	2,131	2,006	2,150	2,380
Number of Exparte Orders, Interim and Temporary Protective Orders served ^d	1,593	1,728	1,653	1,762	1,850
Number of "welfare checks" completed	3,940	4,998	4,803	4,900	4,440
Number of Interim and Temporary Peace Orders received and closed	871	1,085	1,076	1,380	1,470
Number of Interim and Temporary Peace Orders served	695	903	884	1,034	1,130
Number of ADT pendants issued ^f	18	16	3	20	12
Number of cell phones available for issue	500	500	500	500	500
Inputs:					
Expenditures (\$000)	1,118	1,397	1,679	1,816	1,900
Workyears	18.4	22.0	23.9	26.9	27.0
Notes:					
^a Welfare checks involve efforts by Sheriff's deputies to ensure that victims are safe and court orders are being obeyed after the issuance of an Exparte or Interim/Temporary Protective Order. (See "EXPLANATION.")					
^b MILES and NCIC are national law enforcement databases.					
^c As of December 1, 2002, Exparte Orders were replaced by Interim and Temporary Protective Orders.					
^d The percentage of orders served includes orders served by the Montgomery County Sheriff's Office and orders served by neighboring law enforcement agencies at the request of the Montgomery County Sheriff's Office (for persons who reside within the jurisdiction of those agencies). The measure is, therefore, only partly controllable by the Montgomery County Sheriff's Office.					
^e Reasons for the Sheriff's inability to serve an Exparte or Interim/Temporary Protective Order after it is received include an invalid address for the respondent, a respondent who is avoiding service, or a respondent who is not inside the County.					
^f ADT pendants are "panic buttons" that are worn around the neck of the victim. They can be used to summon help anywhere within a certain area of the victim's premises.					
EXPLANATION:					
The Sheriff's Office has recognized the importance of law enforcement's role in domestic violence. The Montgomery County Sheriff's Office is responsible for service of Exparte and Protective Orders that are issued when victims of domestic violence seek relief from abusive situations. In FY00, the Maryland Legislature passed a law enabling victims who are unable to utilize the Exparte Order process to file for Temporary Peace Orders. The Sheriff's Office serves these orders as well and treats them in the same manner as Protective Orders. On December 1, 2002, the names of these orders were changed, and a new "interim" order was established. Interim Protective Orders (and Interim Peace Orders) are issued by a commissioner and are designed to provide quick but temporary protection lasting for a few days. The interim order is usually followed by issuance of a Temporary Protective Order (the old Exparte Order) or a Temporary Peace Order, both of which are issued by a judge and are good for seven days. After that period, the court can choose to approve an extended Protective (or Peace) Order.					
The yearly number of orders filed relating to domestic violence has increased steadily. Most victims are issued cell phones for calling 911, to give them an added line of defense. In addition, a partnership has been formed with ADT Security in order to provide ADT pendants ("panic buttons") to victims at especially high risk.					
In FY99, the Sheriff's Office, at the request of District Court Judge Vaughney, began "welfare checks" of petitioners. During the seven days that the Temporary Protective or Temporary Peace Order is valid, the petitioner is potentially in the most danger. Recognizing this fact, the Sheriff's Office performs four "welfare checks" of the petitioner - two by phone and two at the premises to ensure that the victim is all right and that the respondent is not violating the order. (This is up from two welfare checks per petitioner prior to FY02.) Many such orders require the respondent to vacate the premises, and violating that order can result in an arrest. In FY03, two respondents were arrested during welfare checks for violating Temporary Protective Orders by being on the premises when the deputies were there conducting a welfare check.					
PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: District Court; Circuit Court; Abused Persons Programs; Maryland State Police; Montgomery County Police; ADT Security; Maryland Network Against Domestic Violence; Bureau of Alcohol, Tobacco, and Firearms.					
MAJOR RELATED PLANS AND GUIDELINES: Maryland Annotated Code 4-501 - 4-516, Article 27 Section 742, NCIC Code Manual, CJIS Reference Manual.					